

Changing Employee - Termination of Employment

Terminations can be processed via an **EHRAF** or via **PeopleSoft HRWEB>Special Update>Terminate Employee**. Always enter the next calendar date the employee is no longer considered employed when entering the termination date.

Example: If the last day working is Friday, February 6th, then the termination date is February 7th.

Create HRAF

- ▶ New Hire
- ▶ Promotion & Classification Change
- ▶ Data Change
- ▶ Leave of Absence
- ▶ Pay Rate Change
- ▶ WOC Reappointment
- ▶ **Termination & Retirement**

Termination & Retirement

Search for an employee's job record

Enter the employee's first and last names. Partial names are allowed.

Choose retirement or termination reason for **Employee ID: 1000000000**

Reason:

Effective Date:

- Absences or Tardiness
- Better Advancement Oppor
- Better Benefits
- Better Pay
- Better Work Hours
- Better Working Conditions
- Changing Careers/Professions
- Commute
- Death
- Dissatisfied w/Fellow Employee
- Dissatisfied w\responsibilitie
- Dissatisfied with Supervision
- Dissatisfied with work relatio
- End Temporary Employment
- End of Contract (EUV Only)
- End of Grant
- Falsification of Records
- Family Reason
- Final Nonconfirm Everify
- Gross Misconduct
- Health Reasons
- Heavy workload
- Inability
- Insubordination
- Job Abandonment
- Job Did Not Meet Expectations
- Lack of Development Oppor
- Legal Termination of Contract
- Medical LOA Expired
- Misappropriation of funds

Changing Employee - Termination of Employment

Involuntary termination reasons need the approval of Employee Relations. All other termination reasons can be entered without Central HR approval.

Voluntary:

Better Advancement Oppor	Multiple Concurrent Job
Better Benefits	Never Worked
Better Location	Org Transfer (HR Use only)
Better Pay	Never Worked
Better Work Hours	Relocation
Better Working Conditions	Resignation
Changing Careers/Professions	Resignation w/o proper notice
Commute	Rehire Retiree Re-Retiring
Death	Retirement
Dissatisfied w/Fellow Employee	Return to School
Dissatisfied w/Responsibilities	Start Date Incorrect
Dissatisfied with Supervision	Transfer to TEC
Dissatisfied with Work Relation	Unable to Return from Leave
End Temporary Employment	Work Permit Expired
End of Contract	
End of Grant	
Family Reason	
Final Nonconfirm Everify	
Health Reasons	
Heavy Workload	
Job Did Not Meet Expectations	
Lack of Development Oppor	
Legal Termination of Contract	

Involuntary:

Absences or Tardiness
Falsification of Records
Inability
Insubordination
Job Abandonment
Misappropriation of funds
Misconduct
Policy Violation
PRN unable meet commitment
Reduct Force-Eliminated Job
Reduct Force-Reorganization
Reduct Force-Grant Ended
Reduct Force-Lack of Funding
Resign in Lieu of Dismissal
Unsatisfactory Performance
Violation of Rules